



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

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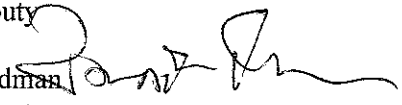
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March 20, 2008

TO: Each Health Deputy

FROM: Jonathan E. Freedman 
Acting Chief Deputy

SUBJECT: **REQUEST FOR SOLE SOURCE PURCHASE ORDER**

This is to notify you of our intent to issue a sole source agreement in the amount of \$51,300 to contract with Children's Hospital Los Angeles (CHLA's) USC University Center for Excellence in Developmental Disabilities, Research Education and Service, to support training and communication among multidisciplinary groups of first responders, including parents, through the April 2008 LA Partnership for Special Needs Children (LAPSNC) conference on disaster preparedness for Children and Youth with Special Health Care Needs (CYSHCH). CHLA will also customize, coordinate, and implement a pilot Disaster Preparedness Train-the-Trainer course for parents of CYSHCN, utilizing the 12 Early Start Family Resource Centers (ESFRC) Network of Los Angeles County; and facilitate pilot disaster preparedness trainings for parents of children with special needs at each ESFRC.

The attached documents provide further information regarding this sole source purchase order.

If you have any questions or need any further information, please let me know.

JEF:pt

Attachments

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
CHILDREN'S MEDICAL SERVICES**

February 15, 2008

TO: Jonathan Freedman
Acting Chief Deputy

FROM: Shavonda Webber-Christmas, MPH

SUBJECT: **REQUEST FOR A SOLE SOURCE AGREEMENT FOR Children's
Hospital Los Angeles USC University Center for Excellence in
Developmental Disabilities, Research Education and Service
Department.**

This is to request approval to enter into a sole source agreement with Children's Hospital Los Angeles (hereinafter "CHLA") to help families of children and youth with special health care needs (CYSHCN) prepare for disasters.

Specifically, the USC University Center for Excellence in Developmental Disabilities, Research Education and Service (hereinafter "USC UCEDD"), a department of CHLA, will support training and discussion among multidisciplinary groups of first responders, including parents, through the April 2008 LA Partnership for Special Needs Children (LAPSNC) conference on disaster preparedness for CYSHCH; customize, coordinate, and implement a pilot Disaster Preparedness Train-the-Trainer course for parents of CYSHCN, utilizing the 12 Early Start Family Resource Centers (ESFRC) Network of Los Angeles County; and facilitate pilot disaster preparedness trainings for parents of children with special needs at each ESFRC.

This project will help Los Angeles County Department of Public Health to develop disaster preparedness training curriculum for parents of children with special health care needs. With evidence from the pilot trainings, the plan for 2009 is to adjust the trainings to address the pilot trainees' evaluations. This will result in a best practice training module for ESFRCs across California to be able to provide disaster preparedness trainings to parents of CYSHCN.

Background

The federal Centers for Disease Control and Prevention (CDC) Notice of Award 5U90TP917012-08 provided \$51,300 in grant funding for workshops to provide families of children and youth with special health care needs (CYSHCN) appropriate disaster preparedness support and instruction.

Objectives include:

- 1) Support training and discussion among multidisciplinary groups of first responders including parents through the Los Angeles Partnership for Special Needs Children (LAPSNC)'s conference on disaster preparedness for CYSHCN on 4/14/08;
- 2) Customize, coordinate, and implement a pilot Disaster Preparedness Train-the-Trainer course for parents of CYSHCN. The master trainers must be from the twelve Early Start Family Resource Centers (ESFRC) in Los Angeles County, and may include up to 12 California Children's Services (CCS) Medical Therapy Program (MTP) staff for a maximum of 24 master trainers; and
- 3) Facilitate pilot disaster preparedness trainings for parents of developmentally delayed children (children with special needs) at each Early Start Family Resource Center (ESFRC).

The goal of the conference and trainings is to produce a training module for parents of CYSHCN that can be provided to all the 48 ESFRC Network of California.

Scope of Work

See Attachment I.

Term

Date of Execution through August 9, 2008.

Funding

The project budget is provided in Attachment II. The total cost is \$51,300. Funds are available under the Pandemic Influenza portion of CDC's Agreement 5U90TP917012-08.

Justification/Vendor Qualification

While there is an established network for parent-to-parent disaster preparedness training for children with special needs, there is no equivalent in the medical field for CYSHCN. The CHLA/USC UCEDD has expertise in developing training for parents to train other parents of children at risk of developmental delay. Because children ages 0-3 at risk of developmental delay could include the medically fragile, the CHLA/USC UCEDD previous experience developing curriculum for parents to train parents makes them the best candidate to develop training for parents of CYSHCN.

Some of their past training curricula include:

- Los Angeles Medical Home Project for Children with Special Health Care Needs (MCHB)
 - developing *All About Me* Record Notebook
 - Training Curriculum
 - Training of Trainers Curriculum

- Resources for Children with Special Health Care Needs and Their Families in Los Angeles County
- Resources for Children with Special Health Care Needs and Their Families in California
- Orientation to Healthcare for Individuals with Disabilities and their Families – Opening Doors(California Endowment)
- Train and Supervise Community Health Advocates (lay health advocates) for Building Connections – (LA Care)
- Special Education Advocate Training (Office of Special Education Programs, Department of Education)
- Parents IEP Preparation Curriculum (Inland Regional Center)
- Parent's IDEA 2004 Training (Inland Regional Center)
- Parent's IDEA 2004 Training (Inland Regional Center)
- Critical Thinking IEP Success, Training of Trainers (Inland Regional Center)

If you have any questions or need additional information, please let me know.

SWC:ls

Attachments

NOTED and APPROVED:



Susan Montenegro
Personnel Officer

3/7/08

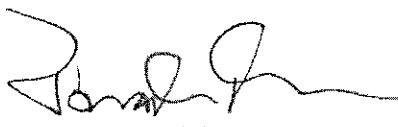
Date



Miles Yokota
Administrative Deputy

3/10/08

Date



Jonathan Freedman
Acting Chief Deputy

3-11-08

Date

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

FEE FOR SERVICE/DELIVERABLE

CONTRACTOR/VENDOR NAME: **Childrens Hospital Los Angeles**

CONTRACT/PURCHASE ORDER NUMBER:

SCHEDULE/PROJECT NUMBER:

BUDGET PERIOD: Date of Execution - August 9, 2008

FUNDING SOURCE: CDC Notice of Award 5U90TP917012-08 Pan Flu

FEE FOR SERVICE/DELIVERABLE	
SERVICE/DELIVERABLE	AMOUNT REQUESTED
1. Event training and discussion at Emergency Preparedness and Disaster Planning for Children with Special Health Care Needs Conference	\$14,074
2. Customize, coordinate and implement a pilot Disaster Prep train-the-trainer course	\$16,807
3. Facilitate pilot disaster prep training for parents of children with special needs	\$20,419
TOTAL AMOUNT REQUESTED	\$51,300

SCOPE OF WORK
County of Los Angeles Department of Public Health - Children's Medical Services
Disaster Preparedness Training for Parents of Children and Youth with Special Health Care Needs
Date of execution through August 9, 2008

GOAL: To provide disaster preparedness training for providers and parents caring for children and youth with special health care needs (CYSHCN).

MEASURABLE OBJECTIVES	ACTIVITIES	TIMELINE	EVALUATION MEASURES
1. By 4/14/08, support training and discussion among multidisciplinary groups of first responders including parents through the Los Angeles Partnership for Special Needs Children (LAPSNC) conference on disaster preparedness for children and youth with special health care needs (CYSHCN).	CHLA/USC UCEDD will:	Date of execution	
	1.a Work with LAPSNC to determine funding needed for conference materials.		1.a Summary of meeting to be reported by email to Children's Medical Services (CMS) to be kept on file. Results of discussion to be recorded on itemized budget.
	1.b Ensure that LAPSNC conference materials are provided to the conference attendees, including appropriate CDC funding statement.	4/18/08	1.b Conference sign-in sheet and evaluations to be kept on file, evaluations forwarded to the Department of Public Health Bioterrorism Preparedness Project (DPH BT).
	1.c Collect conference sign-in sheet and evaluation summary processed by LAPSNC, and provides them to CMS.	4/30/08	1.c See 1.b above; and evaluation summary kept on file.
2. By 5/13/08, customize, coordinate, and implement a pilot Disaster Preparedness Train-the-Trainer course for parents of CYSHCN. The master trainers must be from the 12 Early Start Family Resource Centers (ESFRC)	CHLA/USC UCEDD will:		
	2.a Work with CMS staff to identify existing trainings.	3/14/08	2.a Summary of communications to be captured by email correspondence to be kept on file.
	2.b Adapt trainings to be relevant to California's laws and resources.	4/9/08	2.b Training tool and resources will be provided to CMS and kept on file.

<p>in Los Angeles County, and may include up to 12 California Children's Services (CCS) Medical Therapy Program (MTP) staff for a maximum of 24 master trainers.</p>	<p>2.c Develop the training tools and resources.</p> <p>2.d Customize site, date and logistics for the Train-the-Trainer course.</p> <p>2.e Disseminate notice to targeted trainees, to include description of funds provided for ESFRC staff to attend. Includes communication about expectations and resources.</p> <p>The targeted master trainers are to be from each of the 12 ESFRC in Los Angeles County, and up to 12 CCS MTP staff for a total maximum of 24.</p> <p>2.f Conduct the training. Provide the materials to each ESFRC, including curriculum, evaluations, and notification of a post-training evaluation.</p> <p>2.g Process payment to master trainers.</p>	<p>4/15/08</p> <p>4/30/08</p> <p>4/30/08</p> <p>5/13/08</p> <p>5/13/08</p>	<p>2.c See Activities 2.b</p> <p>2.d Training site documented in file.</p> <p>2.e Notice to be kept on file.</p> <p>2.f Sign-in sheet and the evaluations to be kept on file.</p> <p>2.g Documentation of payment to each ESFRC to be kept on file.</p>
<p>3. By August 9, 2008, facilitate pilot disaster preparedness trainings for parents of children with special needs at each Early Start Family Resource Center (ESFRC).</p>	<p>CHLA/USC UCEDD will:</p> <p>3.a Ensure that the ESFRC trainings are scheduled/participants recruited.</p> <p>3.b Provide incentives to participating parents.</p> <p>3.c Process payment to master trainer.</p>	<p>Ongoing up to 7/31/08</p> <p>On Date of Training</p> <p>On Date of Training</p>	<p>3.a Develop ESFRC check-list matrix and document; progress to be communicated in weekly report.</p> <p>3.b Documentation of provision of incentives to each ESFRC training to be kept on file.</p> <p>3.c Documentation of payment to each ESFRC to be kept on file.</p>

Title:		Contents:	CL-0001
DEPARTMENTAL CHECKLIST FOR SERVICE REQUISITIONS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	5-23-06	Supersedes No.:	
		Page No.	1 of 2

General

Pursuant to Government Code section 25502.2, the Purchasing Agent may contract for services on behalf of client departments up to a statutory limit of \$100,000.

This monetary limitation is applicable per project. The key is that each project (services being requested) must be a distinct and different project. A project associated with multiple phases or additional work beyond the original scope of work would not qualify as "distinct and different."

In any event, aggregate service purchase orders to any one vendor for a project or similar type services cannot exceed the \$100,000 threshold.

Service requirements that are projected to exceed this threshold must be processed for Board approval as a service contract by the client department(s).

Mandatory Requirements

Prior to submitting a requisition for services to the Purchasing Agent to issue a Purchase Order or Purchase Order Agreement, the below checklist must be completed, and the requisitioning Department must attest and certify by authorized signature of a departmental representative with the appropriate level authority (Administrative Deputy or Higher Level), that all of the following conditions exist:

1. The service cannot be performed adequately, competently or satisfactorily by civil service employees and that it is impossible to recruit such personnel to perform the service for the period of time the service is needed by the County;
2. The service is of an extraordinary professional or technical nature and is only needed on a temporary, short-term, or one-time basis;
3. The service being requested is not part of an ongoing project or any portion or phase of a project that will or has already exceeded the \$100,000 threshold when completed; and
4. The service is not part of a project or any portion or phase of a project that is related to an expired or existing Board contract.

Procedure

Item No.	Description	YES	NO
1.	Can the service be performed adequately, competently or satisfactorily by a County employee(s)?		<input checked="" type="checkbox"/>
2.	The service is of an extraordinary professional or technical nature and is only needed on a temporary, short-term, or one-time basis.	<input checked="" type="checkbox"/>	

Title:		Contents:	CL-0001
DEPARTMENTAL CHECKLIST FOR SERVICE REQUISITIONS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	5-23-06	Supersedes No.:	
		Page No.	2 of 2

Item No.	Description	YES	NO
3.	Is the service being requested part of an ongoing project or any portion or phase of a project that will or has already exceeded the \$100,000 threshold when completed?		✓
4.	Is the service being requested part of a project or any portion or phase of a project that is related to an existing or expired Board contract?		✓
5.	Has your department ordered or received the requested service in the past? (If yes, please explain [below] the mechanism used to obtain the previous services, [e.g., prior PO(s), etc.], and the amount of expenditure).		✓

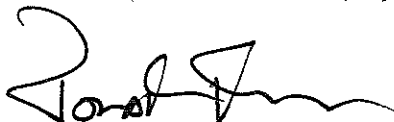
By authorized signature below, the department certifies that the above information is correct, and acknowledges that any false information would result in immediate cancellation of any resultant purchase order(s), and reported and referred to the Board of Supervisors for a retroactive contract and a violation of County Purchasing policies and procedures on the part of the department.

Department Name (Type or Print)

38951

Requisition Number

Department Authorized Representative (Type or Print Name)
(Administrative Deputy or Higher)



Department Authorized Representative Signature

3-24-08

Date